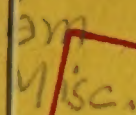


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Your Church Library

Your Church Library

A Manual for Church Librarians

PRICE—25c
(Quoted in U.S. Funds)

Division of Christian Education

National Council of the Churches of Christ
in the United States of America

79 East Adams Street • Chicago 3, Illinois

Your Church Library

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I. Why Have a Church Library?

A library in your church can be a positive help to the many leaders of the church who serve its various organizations. It is intended especially to help church school teachers, the superintendent and his associates, departmental leaders, program chairmen in men's and women's groups, and leaders of youth and parent groups. Time and again these people face questions they cannot answer, and problems they cannot solve. How help a child to pray? How interpret death and immortality? Why does God permit evil in the world? Why do our children act as they do? How can the youth program be strengthened? How may the work of a class be made interesting? The library can help church workers and parents find answers to these and a host of other questions.

On Sunday morning persons of all ages attend the church school, then most of them go to the worship services. In the afternoon or evening, there may be a meeting for intermediates, one for the older members of the youth fellowship and still another for young adults.

During the week the women's group begins the study of a new missions course, and two of the circles will join to make clothes to be sent overseas. Another group will have a program featuring a speaker on world conditions.

Choir practice will be held one evening, and the official board will meet another. The board of education will consider recommendations for a vacation church school, and one morning the primary department workers will meet to discuss how to use the Bible in their classes.

Family Night will include a discussion group for parents on how to help children assume responsibility for home duties, a game period for youth, and an additional session for the children to continue their work on a model Palestinian village.

Whether your church is large or small, it may surprise you to discover how many activities the members take part in during a single week!

To plan these activities, much careful work must be done. The young adults in their study of Christian beliefs need resource material, and a committee of young people wants help in planning worship services. Guidance is needed for the couples' class in their discussion of how to establish Christian homes.

Leaders in the women's group are searching for reference books to enrich the new course of study, and members of the two circles want to learn of conditions in the countries to which the clothes they make will be sent. The teachers need some good books on teaching and using the Bible; the children want information about life in Bible times. Some members of the board of education wish to study the values of a vacation church school before voting on whether or not to have one. Two of the stewards are looking for a book the pastor has recommended.

A shut-in has requested some materials for private devotions; other members need articles and books on the Bible, church history, world affairs and personal religious living. Books for recreation and pleasure have a marked effect on the ideals of children, youth and even adults, and are needed and wanted by the members of your church.

A church library serves not only the organizations and leaders of your church, but also the wider community. Many rural sections of our country and some towns have no library facilities. Wherever this is the case, a church library may make a

fine contribution to everyone in the community. This is an opportunity to help individuals who are not members of the church and lead them to recognize the value of the church in the community.

If there is a public library near-by, the one in your church may still serve both its members and others in a special way. It will furnish them books on church history and church work, missions, Christian beliefs and other religious books that may not be in a public library. It will increase the number of volumes available in the community on international relationships, economics and labor problems, family life, the causes of juvenile delinquency, recreation and other fields.

II. Planning a Library for Your Church

The church library must serve and receive the support of every person and organization in the church if it is to realize its fullest values.

Any person or group, feeling the need for a church library, can begin the effort to organize one. He should first consult with the pastor and then present the idea to the board of Christian education. It may be well to explore the idea with the official board, women's and men's groups, youth fellowship, and other organizations.

The library, however, must have more than approval. A committee responsible for its organization and operation is essential. Each church will decide on the best procedure for selecting the library committee. In some churches it may be appointed by the official board. Your church may prefer to have the library committee as a subcommittee of the board of education. In any case the members should represent the various groups of the church, and think and plan in terms of the total church.

Responsibility for library policies rests with the library committee. It will elect one or more librarians; find a place in the church for the library; decide how money can be secured for buying books and supplies, and how much money will be needed. The committee should work with the librarian in selecting books, help with the preparation of books for circulation, make the rules for the operation of the library, and keep the church members informed of the library—what books it has, what it is doing, and how it is helping with the work of the church.

The most important task of the library committee is the selection of a librarian, for this person will determine in large measure the success of the library. In your church there may be someone who has had library training and experience and will be willing to serve in this way. Such training is not necessary, however. On the other hand it is important that the man or woman who is elected to this position sincerely likes good books, knows the needs and preferences of the members of the church, is willing to learn certain simple library techniques, and will give time, interest and energy to the operation of the library.

Your librarian may be able to enlist the cooperation of someone on the staff of a public or school library in your community who will be glad to give advice and practical aid in setting up and operating the church library. In many schools the pupils are learning the main points about "how to run a library," and your church may ask some of its own young people to serve as assistants in the library.

III. A Budget for Your Library

“Where are we going to get the money to buy books and supplies for our church library?” This is a question that members of your church may well ask.

Money is necessary to operate your library successfully. Large operating funds are not, however, essential. Your library need not be large or complete from the beginning. A dozen well-circulated books are far better than a hundred that remain on the shelves most of the time. Growth that results from adding a few books to the library each month is more important than size. Building a growing library is possible for any church that will plan wisely and carefully. The purchase of only five books a month will, in five years, amount to 300 books—a library of commendable size.

Just as your library must serve every member and every organization of your church, so each of these must support the library. When individuals and organizations become convinced of the value of a church library, and when the church library serves their needs, they will be more than willing to support it. Sufficient funds for operating your church library can be had when several groups in the church will contribute to its support.

Also, many individuals in your church will want to contribute to the library. It is not wise, however, to ask church members to donate books indiscriminately from their homes. Some churches have tried this—and then found that their library was a dumping ground of books that nobody wanted, either at home or church. It is better not to have a library at all than to have it filled with worn-out and useless books. When the church library does accept books from individuals, it should make clear that it reserves the right to dispose of books not needed, and donors should always be asked what disposition they would like made of books that are not needed.



Don't make your Church Library a dumping ground

If a list of the books that your library wants is posted or published in the church bulletin, individuals will be glad to donate the cost of one or more of these. More expensive reference books, or even furniture, make ideal memorials.

To circulate and display the books properly, your church library will need furniture and library supplies. Although these will increase the size of the library budget, they will pay dividends through an increase in the usefulness of the library. Like books, furniture can be planned for and added over a period of time. Nor will furniture be a recurring expense—when shelves and desks have once been secured they become permanent fixtures of the library. Your church may be able to reduce the cost of furniture by having some of it made by men in the church who are good carpenters.

Some library supplies, such as ink pads and trays, can be used almost indefinitely. Others, such as catalog cards and book pockets, will be needed as books are added to the library. Such supplies, however, can be bought in small quantities as needed. The cost per book for necessary cards and pockets will amount to only a few cents, an insignificant amount in terms of added efficiency to the library.

A typical first-year budget for a medium-sized church may be as follows:

RECEIPTS:

From church budget.....	\$ 75.00
From women's group for furniture.....	20.00
From Church School for supplies.....	40.00
From young people.....	15.00
From individuals, for one or more books from each person.....	100.00
Total.....	<u>\$250.00</u>

EXPENDITURES:

Furniture (cost of materials only; furniture may be made by a member of your church)	
Bookshelves.....	50.00
Librarian's desk.....	45.00
Library supplies.....	30.00
Books (Fifty books, average \$2.50 each).....	125.00
Total.....	<u>\$250.00</u>

IV. Your Library Room and Its Furnishings

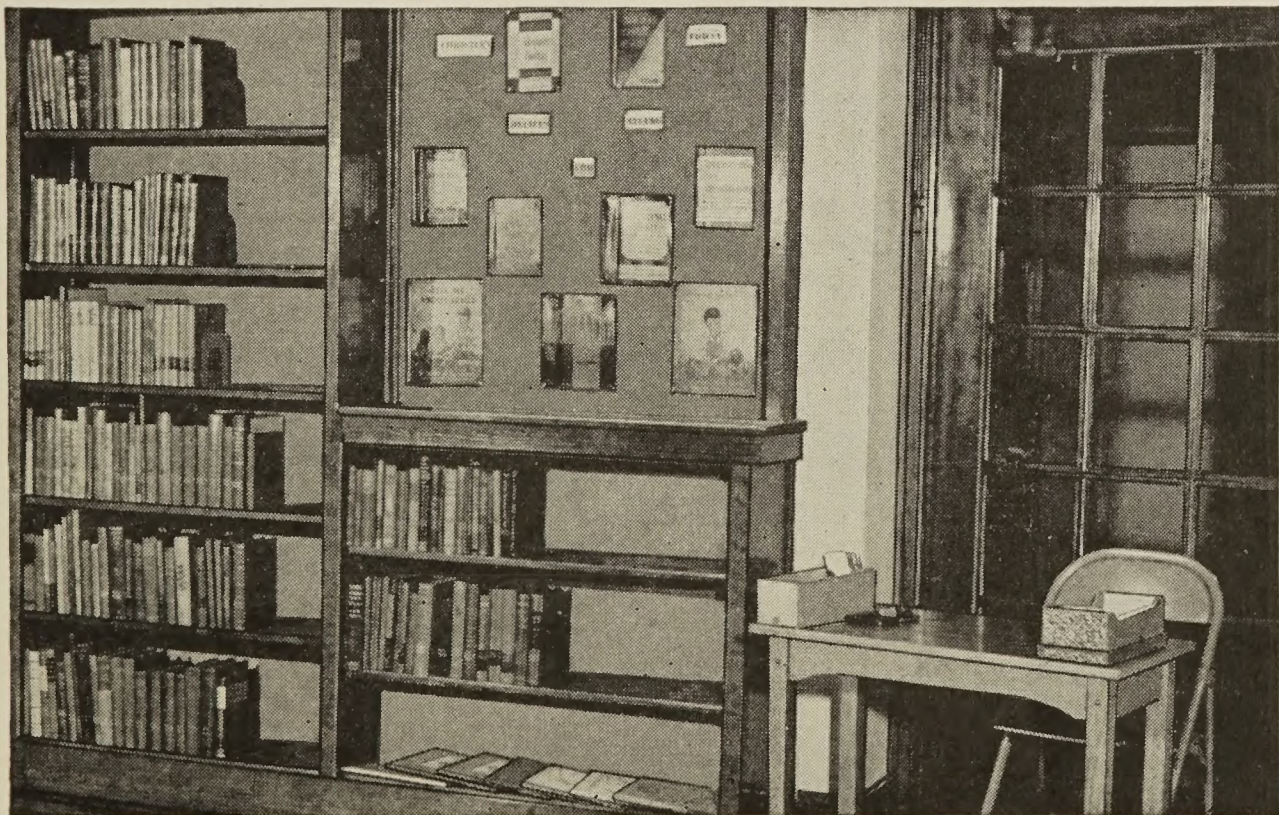
"Where will we keep our library and its books?" This is a question second only to that of raising funds for the library. And like the question of finance, your church will have to solve this problem for itself on the basis of its own needs and possibilities.

The ideal location for a church library in any church is wherever it will be used. The library, therefore, should not be hid, but should be in a prominent and easily accessible place. Some quiet is desirable, but the laughter that comes from a near-by recreation room will not kill a library nearly so quickly as dust that may collect in a more secluded part of a church.

If it is to be used, the library must be inviting. Proper ventilation and good light will help make a library room comfortable, while soft colors, particularly light blue and green, will make it attractive.

Lack of space for a separate room does not prevent any church from having an effective library. The shelves may be built in a room where a class or other group meets. Sometimes a one-room church has found that some shelves in the back of the church can be used for the books in its library. In one church an enterprising pastor kept a small library in the pulpit. He had arranged it so that the shelves could be opened to display the books after each service.

Your church may be fortunate enough to have a separate room for the library—an ideal arrangement. Such a room, about 14 by 18 feet, would have bookshelves, librarian's desk, magazine rack, display rack, reading table and chairs, and a bulletin board just outside the room.



Even a corner can be made into an attractive library

It is not, however, the amount of space that makes a library effective, but rather the quality of its books and the frequency of their use by the people of the church and community.

Library furnishings should be planned to stimulate the use of the library and the circulation of books. Bookshelves are necessary. These should be open. Although open shelves may collect dust, they invite browsing and stimulate the borrowing of books more than do enclosed cases.

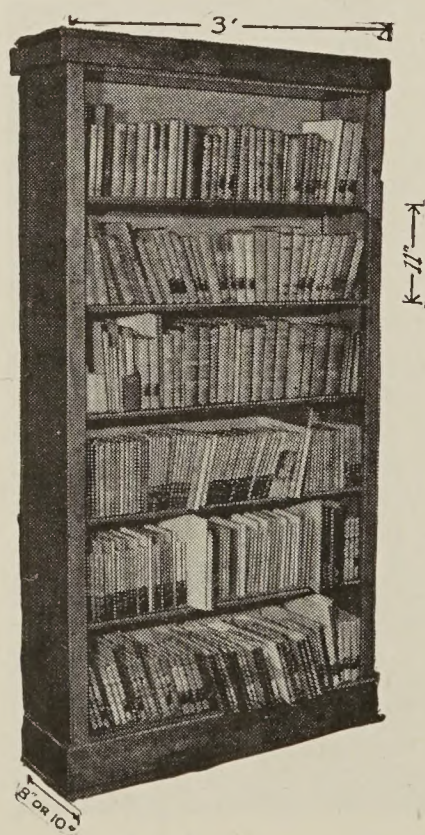
Adjustable shelves are used in many libraries and will prove satisfactory to any church library that can secure them. Some furniture dealers handle metal stripping that can be used when making bookcases to provide for adjustable shelving.

Permanent shelves should be about 11 inches high to take care of tall books as well as small ones. The shelves should be 8 or 10 inches in depth and 30 to 36 inches long. Longer shelves are likely to sag. When there are more than seven shelves to a section the top ones are inaccessible.

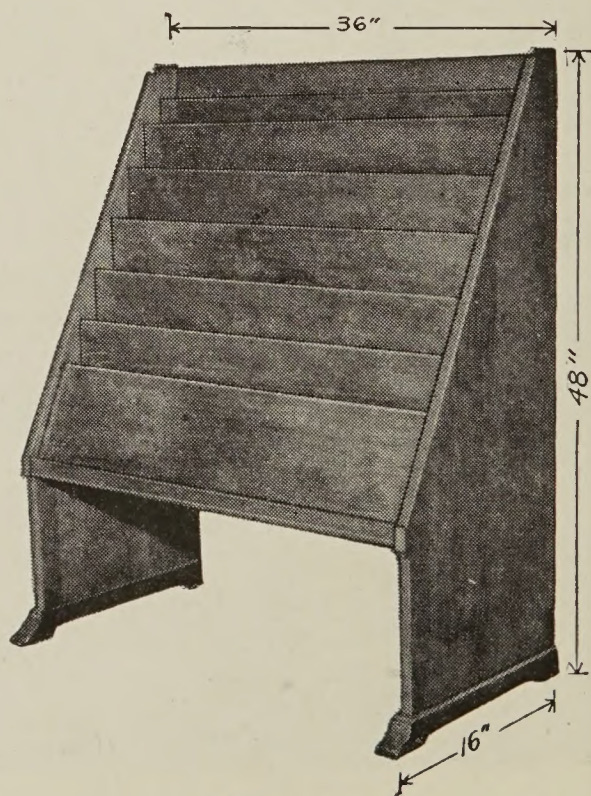
A stack of seven shelves, three feet long, will take care of about 150 to 200 books.

In addition to shelves a library should have:

1. A librarian's desk—with drawers to provide a place for keeping library records.
2. A supply cabinet for book cards and catalog cards, paste, brushes and poster materials. If the desk has several drawers, these can be used instead of the supply cabinet.
3. A bulletin board for notices about books and about the program of the library.
4. A reading table and chairs.
5. A magazine and literature rack.
6. Storage space for pictures, slides and filmstrips.



Bookcase



Magazine rack

V. Selecting Materials for Your Church Library

A church library is not a *collection*, but rather a *selection*, of materials. There are a few books that almost every church library will want. But the needs of each church differ, and books should be selected in accordance with those needs. Some of the principles which should be followed by the church librarian and library committee in selecting its books and building up its library are:

1. Select books and periodicals that the people of your church want and will read. The fact that a book is widely read in one church does not guarantee that it will circulate in another.

2. Select a variety of books. The church library that limits itself to one type of book immediately limits its usefulness. From the day it opens the library should have books for persons of different ages and interests.

3. Purchases of books for the church library should be made in view of the activities of the church. The church library should provide supplementary reading material for study courses and programs of the various groups of the church. The librarian and committee will want to keep in close touch with the teachers and leaders of the church and have on hand when needed those books which will be helpful to the persons who are studying and working on programs.

4. The church library should cooperate with the local public and school libraries. If the church and public libraries are small, duplicating books is unwise except where there is sufficient demand to warrant it. Books constantly in demand by church members should be in the church, as well as public, library. Some public and school libraries will be glad to lend books, if desired, to the church library. And the church library should be open, as far as possible, to the members of the school and community.

5. Most churches would do well to purchase books from the nearest publishing house of their denomination. By so doing, they would be sure to secure materials that would be closely related to their policies and program.

The library contains more than books. It should contain pictures that may be used for teaching and for worship in different age groups. The librarian and committee should confer with teachers and should consult curriculum materials and age group recommendations as they select pictures.

The library should contain current information about films, filmstrips and slides. The *Audio-Visual Resource Guide*, published by the Division of Christian Education of the National Council of Churches, provides a list of evaluated materials. The church may use some of these audio-visual materials often enough to warrant purchasing them and placing them in the library. This will be especially true of slides for use in worship and filmstrips for use in the training of church workers.

VI. Classification of Books

A church library must serve people. Such service is best provided by following tested library procedures. One of these is the classification of books.

Just as stores keep food in one place, clothing in another, and hardware in another, so a library separates books according to their subject matter—such as, religion, history, or science. Grouping books according to subject is called classification; when classified, the books are easier to keep and to find.

Several systems of dividing books into classes have been worked out. Perhaps the best of these for use by the average church library is the Dewey classification. According to this system all books are divided into ten main classes. These are:

- 000 General works, such as bibliographies and encyclopedias
- 100 Philosophy and psychology
- 200 Religion and Christian Education
- 300 Social science, including sociology, economics, government, education
- 400 Languages, English and foreign
- 500 Science, such as mathematics, astronomy, physics, chemistry, geology, biology and nature study
- 600 Useful arts, such as medicine, hygiene, engineering, agriculture and home economics
- 700 Fine arts, such as painting, architecture, sculpture, music, theater, sports and recreation
- 800 Literature of all countries
- 900 Geography, biography and history

Each of these ten main classes is then divided into ten divisions. The following division of the 200 section on religion is an example:

- 200 Religion
- 210 General religious beliefs
- 220 Bible
- 230 Christian beliefs and doctrines
- 240 Devotional practices and aids
- 250 The minister and his work
- 260 The church—its institutions and work, including Christian education
- 270 Church history
- 280 Christian denominations and sects
- 290 Non-Christian religions

Each of these divisions in turn may be divided into ten sections and the sections into subdivisions. In large libraries books are minutely classified. For most church libraries, however, it will be wise to use a less elaborate classification.

In a library, books are placed on the shelves in the order of their classification numbers. Books with the same classification number are arranged alphabetically by authors.

Children's books are kept separately from those of adults. For these books the regular classification number is preceded by the letter "J" for "Junior." Junior

books are for children nine to eleven years of age. Very simple picture books for children up to seven years are also kept separately and marked "E" for "easy," without any other classification number.

Fiction is not given a classification number, but arranged on the shelves alphabetically by authors.

Collective biographies (biographies of more than one person) are marked 920 and arranged on the shelves alphabetically by authors. Individual biographies are marked "B" and arranged on the shelves alphabetically by the names of the subjects. In marking the books, these names are written out underneath the "B."

On all books (except individual biographies) where the name of the author is not printed on the back, the author's name is written in by the librarian underneath the classification number.

In addition to books, your church library may contain much useful and inexpensive material in the form of pamphlets, leaflets and clippings. These usually require special handling. An office filing case is handy for preserving clippings and making them available. They should not be classified but should be filed according to important subject headings.

Pamphlets are kept most easily in pamphlet binders or pamphlet boxes. The latter are small cardboard boxes that will contain perhaps a dozen pamphlets and should be placed on the shelves with books.

Some librarians will wish to make a detailed study of classification. This will be especially true of librarians who are responsible for a large or varied collection of materials. They will find these books helpful:

Akers, Susan G. *Simple Library Cataloging*. 3d ed. Chicago: American Library Association, 1944.

Frick, Bertha M. Sears. *List of Subject Headings*. 6th ed. New York: H. W. Wilson Company, 1950.


Simplified Dewey Classification. 6th ed. Lake Placid, N. Y. Forest Press, Inc., 1945.

VII. The Card Catalog

The classification of books aids both the librarian and the borrower in using a library effectively. Another helpful feature of library service is the card catalog.

The card catalog of a library is a directory which usually tells:

1. What books the library has according to titles.
2. What books the library has by a particular author.
3. What books the library has on a particular subject.

230	Harkness, Georgia Understanding the Christian faith, by Georgia Harkness. New York, Nashville, Abingdon-Cokes- bury press ,c1947, 187p.
	

Author card

The books of a library are cataloged on cards—two or more for each book. Each card has the name of the author, the title of the book, the place of publication, the publisher, date of publication, number of pages in the book and the classification number. The author card is made primarily from information on the title page of the book.

Small libraries will not always have as many cards for each book as a large library will. Some large libraries will have an author card, a title card and several subject cards. Subject cards are not necessary for fiction. It is a good plan to make an author card, a title card and at least one subject card for each book even though your library may be small now. Then, when the library grows, it will not be necessary for the librarian to go back and make additional cards.

“Title” and “Subject” cards are author cards with the title or the subject written above the author’s name. The subject is written in red or capital letters.

Sometimes a book is lost or removed from the library. It is essential then for all cards for this book to be removed from the catalog. In order to be sure that all

280

Understanding the Christian faith

Harkness, Georgia

Understanding the Christian faith, by Georgia Harkness. New York, Nashville, Abingdon-Cokesbury press ,c1947, 187p.

Title card

230

CHRISTIANITY

Harkness, Georgia

Understanding the Christian faith, by Georgia Harkness. New York, Nashville, Abingdon-Cokesbury press ,c1947, 187p.

Subject card

cards for a given book are found, “tracings” are made on the back of the author card. This is simply a list of the other cards that are made for the book. Because the back of a card in the catalog would have to be read upside down when it is in the card catalog, the “tracings” are written upside down on the back of the author card.

1. Christianity

1. Title

Tracing

230

Harkness, Georgia

Understanding the Christian faith, by Georgia Harkness. New York, Nashville, Abingdon-Cokesbury press ,c1947, 187p.

29

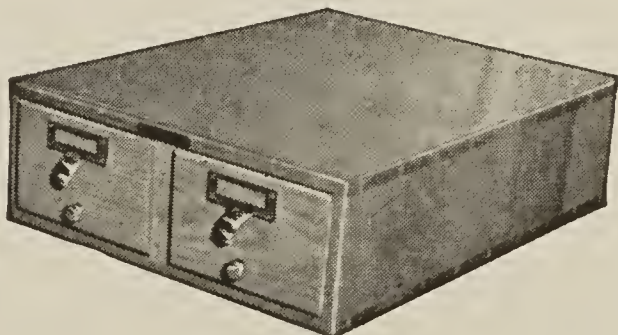
Shelf card

In addition to the card catalog, a library usually keeps a shelf list of its books. This is a file of cards, one for each book, arranged by classification numbers—the way books are placed on the shelves. A shelf card is an author card with the book’s accession number added. It is used by the librarian in taking an inventory of the library.

Standard catalog cards are 12.5x7.5 centimeters (a little more than 3x5 inches), and are punched at the center near the bottom. The cards are kept in a card catalog cabinet. Its drawers have rods which run through the holes in the cards, preventing them from being lost, getting out of place, or being removed by persons using the card catalog.



Pasteboard card tray



Card catalog cabinet

If your library is small and your budget limited, you may not want to purchase a standard catalog cabinet at first. Inexpensive cardboard trays may be used very satisfactorily in small libraries. Although these do not have rods for holding the cards, it is wise for even the library using such a tray to catalog books on standard cards. Eventually you will want to purchase a standard cabinet, and the cards may then be easily transferred to it.



Alphabetical
card guides

All the cards in a catalog are arranged alphabetically. Thus, the author card for Harkness' *Understanding the Christian Faith* would be filed "Harkness," the title card under "Understanding" and the subject card under "Christianity."

Guide cards in a catalog make it easier to use. Alphabetical guides will be adequate for your church library.

Cards and other material may be secured from such supply houses as the following:

Gaylord Bros., 155 Gifford St., Syracuse, N. Y.

Demco Library Supplies, Madison, Wisconsin

Remington-Rand Library Bureau, Chicago, Illinois

VIII. Preparing Books for Circulation

If your library is to "run smoothly" it is essential that the books be properly prepared for circulation. Your librarian may secure the assistance of other persons interested in the library and organize an "assembly line" for getting the books ready to use.

The following procedures may be followed to prepare the books for use:

1. Check the library supplies and books with the order and with the bill to see that all have been received and properly billed.

2. Arrange the supplies on a desk or a table so that the preparation of the books may be made easily. Following are the supplies that the librarian will need to have on hand for preparing books:

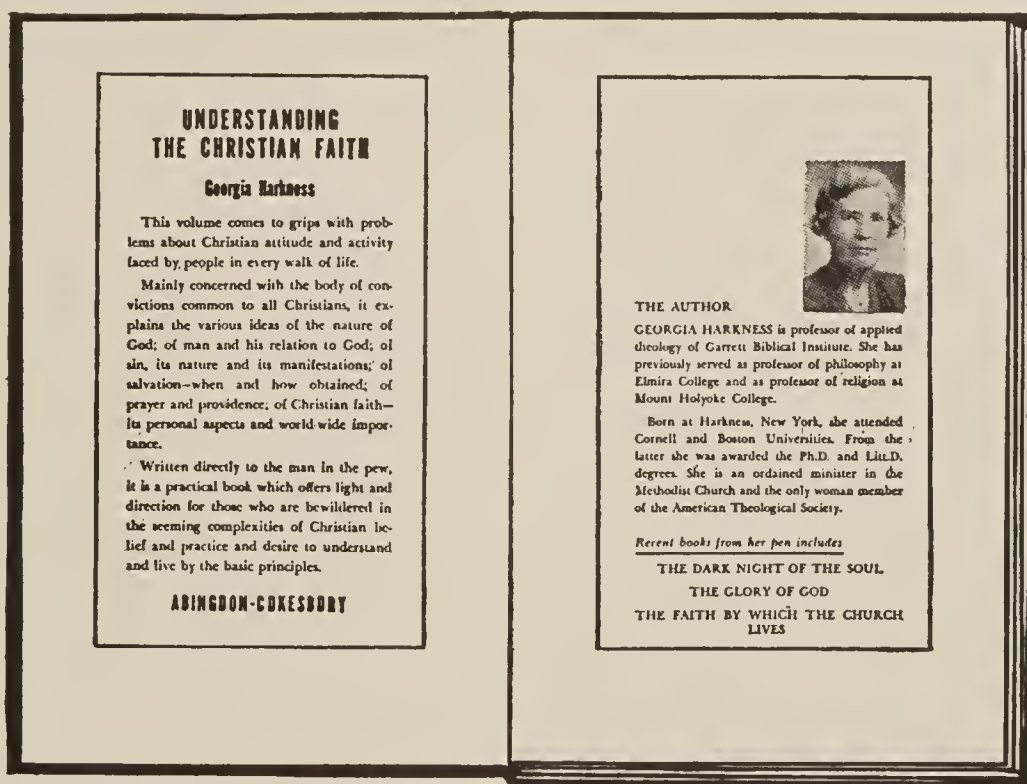
Catalog cards, book pockets, book cards, date due slips

Pencil and typewriter (or pen and ink)

Gummed labels, pen staff and points, black engrossing ink

Paste, paste brush, scissors

Library name stamp, stamp pad, accession record book



Paste descriptions on jacket in front of book

3. Remove the book jackets from the books. The flaps of a jacket, containing a brief description of the book and information about the author, may be cut off and pasted in the front of the book for the information of the readers. The jacket itself makes excellent publicity material for your bulletin board and should be filed for such use.



4. A new book needs to be opened properly to give it long life. Place it on a table and hold up all the pages so that they are perpendicular to the back. Press down on the book along the inside of the cover. Then go through the book pressing down a few pages in the back and a few pages in the front until all of them are pressed down.

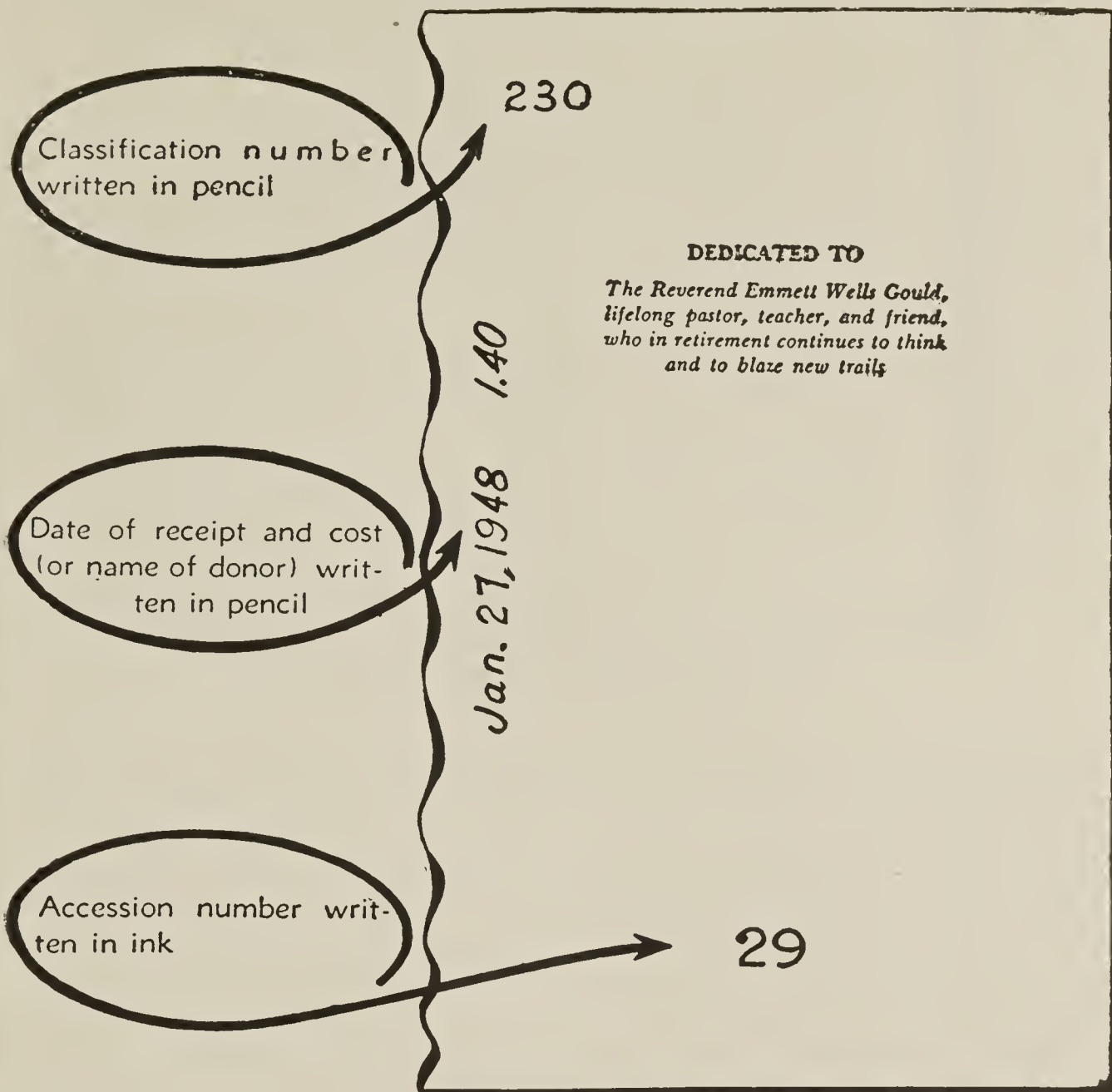
A dull letter opener should be used on pages that have not been cut apart.

Date <u>January 28, 1948</u>						
NUMBER	AUTHOR	TITLE	PUBLISHER	YEAR	COST	REMARKS
26	BOWIE	The story of The Bible	Abingdon-Cokesbury	1937	2 00	
27	DOUGLAS	The Robe	Houghton-Mifflin	1945	4 00	
28	HARKNESS	Religious Living	ASSOCIATION PRESS	1937	60	
29	HARKNESS	Understanding the Christian Faith	Abingdon-Cokesbury	1947	1 40	
30	JONES	Tell Me About God	Rand McNally	1946	1 60	
31	LUCCOCK	The Questing SPIRIT	COWARD-MECAN	1947		Gift of John Doe
32	NIEBUHR	Greatness Passing By	SCRIBNER'S SON	1935	1 20	
33	SEAGRAVE	Burma Surgeon	NORTON	1943	2 40	
34	CHILDS	CHRISTIANITY	FRANKLIN	1938	80	

Enter books in accession record

5. Enter each book, as received, in the accession record—the library's business record of its books. The accession number is written in ink in the book at the bottom of the right-hand page following the title page.

6. Stamp or write in ink the name of the library in *three places* in each book: first, at the bottom of the title page underneath the name of the publisher; second, on the inside back cover; third, on a special page that your librarian has selected. This page should be the same for each book in your library. It should be an odd numbered page preferably between pages thirteen and twenty-nine, since some books do not have many pages.



Page showing librarian's notations

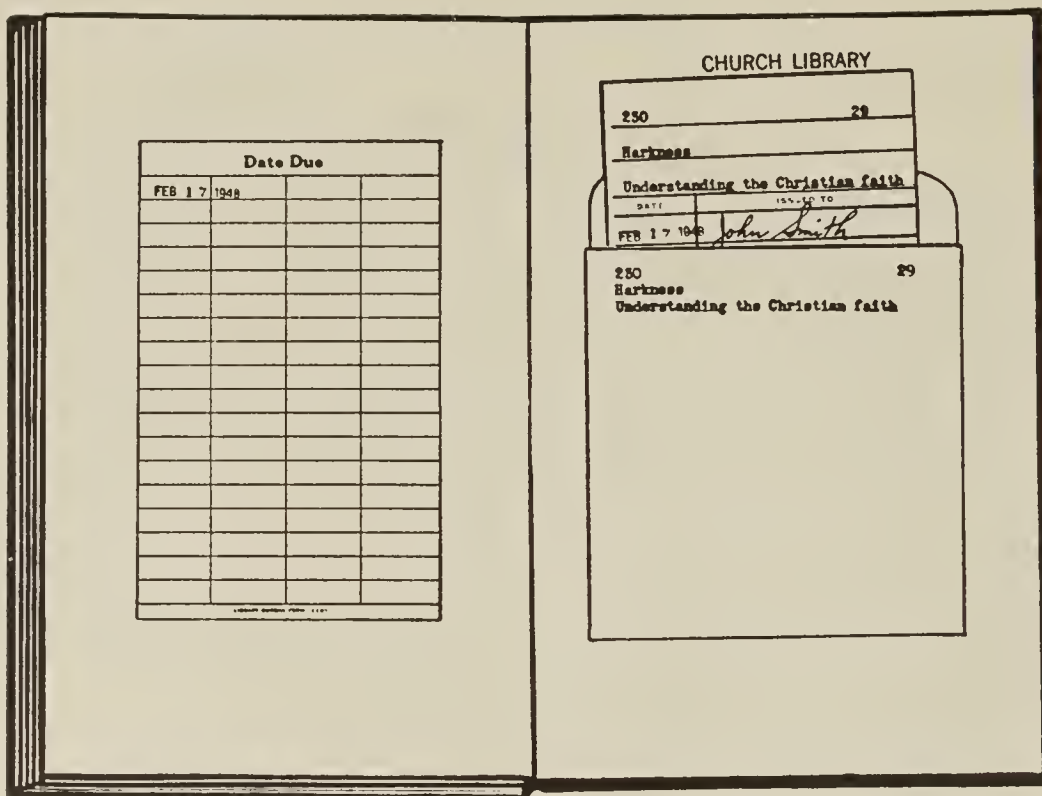
7. Classify each book. (See the section on "Classification" for directions. p. 10).

Write the proper classification number in pencil on the right-hand page following the title page of the book. It should be in the top left-hand corner, about one-half inch from the top and about one inch from the left-hand edge of the page.

8. Prepare the *book pocket* and the *book card* for each book by typing on each the last name of the author (use only the first author's name if there is more than one author), the title, the classification number, and the accession number.

9. Paste the *book pocket* on the inside back cover of the book. Paste the *date due slip* on the end paper opposite the book pocket. Sometimes books have maps, pictures, or some other illustration on the inside covers. Do not cover up these illustrations, but use one of the blank pages near the back of the book for the book pocket and the date due slip.

Place the book card in the book pocket.



Paste book pocket and date due slip in back of book

10. Type author, title, subject and shelf list cards for each book and file in card catalog and shelf list.

11. Write the classification number on the back of each book. This is then spoken of as a "call number." For books too thin to have the call number on the back, it is placed on the front cover.

Nothing will contribute more to an attractive library than neatly written call numbers. They should be placed in the same place on each book—about one and one-half inches from the bottom.

There are two simple ways of marking call numbers on books. These are:

(a) The numbers may be lettered directly on the book with pen and ink. This is usually done with white lettering ink. When books have a very light cover that will not show white ink, black drawing ink is used instead. A pen holder and pen points used only for this work should be kept handy by the librarian. Numbers written on the books in this manner should be covered with a thin coat of shellac to prevent their rubbing off.

(b) Call numbers may be lettered on a cloth or paper label and then pasted on the book. As it is much easier to write on a label than on the back of a book, labels are neater. The difficulty with this method is that unless the labels are pasted firmly on the book, especially at the corners, they are likely to come off. Gummed labels are satisfactory with the addition of specially prepared library paste. Considering all factors involved, this method is probably the most satisfactory for church libraries.

IX. Your Library in Use

Your church library is ready to be used when books have been prepared for circulation and placed in order on the shelves; catalog cards are filed in alphabetical order in the card catalog, and materials are in the librarian's desk ready for charging books.

To church members coming to the library, the librarian will explain its arrangements and rules. They will be told about the card catalog and how to find materials they want in it. Shelf labels, small signs about $\frac{3}{4}$ by 5 inches showing the subject of books in each shelf, are helpful to library users.

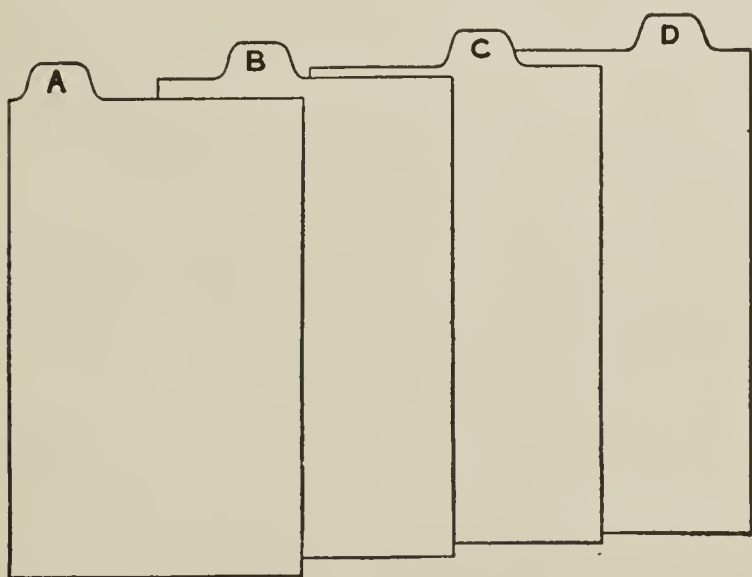
Your library will want to keep a record of people who use the library—the borrowers' record. This can be done most easily by a card file of plain 3x5 inch cards—one for each person. The card may show, in addition to the name of a person, his address, phone number, and date of first using the library. Children's cards may be filed separately or of a different color, and should show the child's and his parent's names, and the child's age.

The following procedure is followed in lending a book:

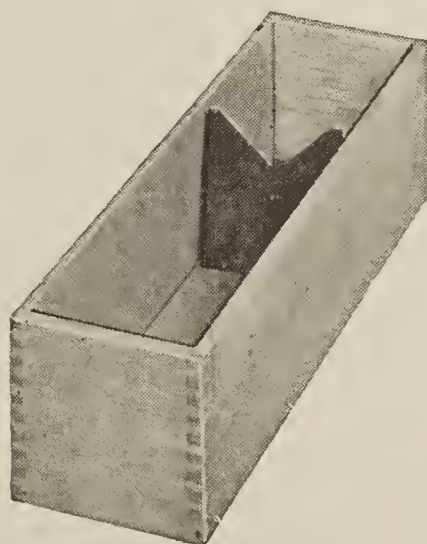
The name of the borrower is written in the column marked "borrower's name" on the book card. On the column of the book card marked "date due" and on the date due slip pasted in the back of the book, the librarian stamps the date the book will be due back to the library. Unless there is a large demand for a particular book, two weeks, with the privilege of renewal, is the customary length of time for lending books.

After being stamped, the book card is filed in the charging tray. This charging tray is an oblong open box in which 3x5-inch book cards will stand upright. There are two ways of filing the book cards.

They may be filed under the day of the month on which they are due. In this case, a set of guide cards from 1 to 31 is helpful. Under such a system the librarian will know each day what books are due.



Guides for charging system



Charging tray

The second method is to file cards alphabetically by authors. A set of alphabetical guide cards will be helpful for this system, which will enable the librarian to locate quickly any book not on the shelves.

When a book is returned, the librarian removes the card from the charging tray, returns it to the book pocket, checks the book to see if it is in good condition, and returns the book to its proper place on the shelf.

Some libraries charge one or two cents a day for books overdue. Your library committee and librarian must decide whether fines will be imposed and, if so, what amount. If a fine system is used, it should be well publicized and information regarding fines posted in the library along with other rules. Most church libraries, however, will not use a system of fines.

Any necessary rules for the library will be made by the library committee. Rules should be kept to a minimum, and should be made only when they aid the library in serving the largest number of people.

FIRST CHURCH LIBRARY

Our Church Library is Open:

Sunday: 10:30 to 11:00 and 12:00 to 12:30

7:00 to 7:30 and 8:30 to 9:00

Wednesday: 7:00 to 7:30 and 8:30 to 9:00

Saturday: 10:00 A.M. to Noon

Help your church library serve you and the other members of the church!

- 1. Check out all books and magazines when you take them from the library.**
- 2. Return books as soon as you have finished reading them so that others may borrow them.**
- 3. Return books to the librarian's desk. She will place them on the shelves.**

Post library hours and rules

Each library will, of course, set definite hours when the library is open. Your church library should be open half an hour before and after the various services of the church. If there are other times when a librarian can be present, additional hours may be planned. Whatever the hours are, they should be posted in the library and announced to the members of the church. Only hours which can be kept faithfully by the librarian should be established.

If your church has a church secretary, arrangements may be made with her to check out books when a librarian cannot be present. This plan, however, should be agreeable to the secretary and not hinder her other duties.

X. Informing Your Church About Your Library

One of the most important tasks your librarian and library committee will have is that of keeping your church members informed about your library.

Publicity is very important. No matter how large or attractive your church library may be, if people do not know about it, they will not use it; and if they do not use it, there is no value in having it.

The first principle of a good library program is worth-while service. The best publicity is a satisfied user. Your church library was founded to help the members of the church. If one person in the church is really helped by it, then he or she will tell others.

The church library must take Jesus' words literally: "He who seeks to find his life must lose it." The library will find life only by losing it through service to the members and organizations of the church.

The primary task of the church librarian, therefore, is to find out what kind of books the members and leaders of your church need to help them in their problems of living and working. Then she must get those books. The librarian must know what the groups of the church need to carry on their programs. What books do the officers and teachers in the primary department need to do their work well? Does the library have those books? Do the primary teachers know that these books are in the library? What special courses are the young adults studying? Are the young people wanting materials to plan worship services? What are the programs of the women's groups? What is the library doing about helping each of these groups? These are some of the questions that the librarian must ask herself in planning her program of service.

It is not enough to have the books that the church members need. They must know about these books and how to use them. Your librarian will want to use her ingenuity in thinking of ways to let the church members know about the library. Here are a few that may be used with success:

1. The pastor must be well informed about your library. Remarks by him from the pulpit, in meetings and on his pastoral visits can be more helpful to the library than many other methods. Your minister will be especially interested in books on Christian beliefs and personal devotions and in books for congregational reading related to his sermon topics.

2. The other leaders of the church should know about your library—what it has and how it can help the church members. Their recommendations will do much to let people know about the library and lead them to use it.

3. Occasionally the librarian will be granted a few minutes at various meetings to explain the values and rules of the library, tell about new books, and suggest materials that will be helpful to the persons who are present.

4. Announcements about the library and its books can be made from time to time in the church bulletin and in other printed materials that the church gives or sends to its members.

5. The use of a bulletin board is essential for your library. If possible it should have its own board—perhaps just outside the library room. On this bulletin board continuous news of the library may be posted. When this is not possible, the librarian should arrange for display space on the church bulletin board. Perhaps

the best displays for the library are posters and the jackets of new books. In any case, bulletin board displays should be large so that they can be read easily and quickly. People do not usually stand at a bulletin board and read minute and lengthy notices. Instead they give it a quick glance while passing by. The display must therefore catch the eye and give its message hurriedly.

6. Special displays in your library can be used to attract attention. A small stand holding new books can be used, or perhaps new books can be laid on a display table. When special functions are being held in the church or when some phase of the church program is being emphasized, your librarian will want to display the books on this program. Christmas, Easter, the Lenten Season and other Church festivals are opportunities for displays that your librarian will not want to miss.

7. Your local newspaper often will be glad to print news articles about your library. A news item about the opening of the library will be especially interesting. Your paper will also be glad to receive news about any special programs or services your library has, special announcements about books that are added to the library, and about gifts to the library.

It will be well for the librarian to consult the editor of the local paper to find out from him his ideas about news items on the library, and how he would like such articles turned in to him. Some member of the library committee may be able to handle newspaper articles and certain other publicity items for the librarian. This is certainly one feature of the library service for which the library committee has as much responsibility as the librarian.

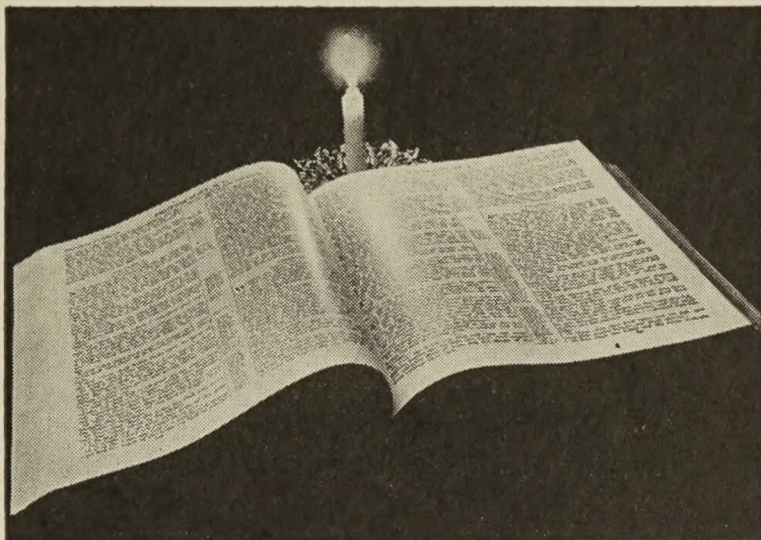
8. When the library is well established, and if the librarian has time, she will plan to carry out special library services. These may include a story hour for the children, a book review club for adults, or perhaps a marionette show. Some classes and groups in the church are quite apt to work with the librarian in providing some of these special functions.

Each situation varies and your librarian will want to be alert to develop and carry out plans for promoting the use of the library, keeping in mind that "the library is made for men and not men for the library."

9. Occasionally the library will have special functions of its own. A dramatic skit or some other type of program on the library and its work may be given at one of the services of the church or church school. The library may hold open house or a tea when it is first opened or each year on the anniversary of its opening.

The library is an integral part of the work of the church and like the church itself seeks to build the Kingdom of God. Since it is dedicated to this purpose, your minister may conduct a special dedication service when it is opened.

DEDICATION SERVICE FOR YOUR CHURCH LIBRARY



If possible the service of dedication should be held in the library itself. Otherwise it should be held in a near-by place in the church. If a musical instrument is available an instrumental prelude and postlude should be played. The singing of one or more hymns will increase the worshipfulness of the service.

Call to Worship

Hear, O Israel; the Lord of our God is one Lord: and thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind, and with all thy strength.

Invocation

Our Father and God, who art the source of all wisdom and knowledge and truth, we pray that thy spirit may indeed be with us today. Help us so to find thee that we may be inspired ever to seek that which is beautiful and true and good. May we bend our efforts at all times to find thy will so that our hearts and minds may be equipped to carry out the tasks that thou hast set before each one of us for the building of thy Kingdom here on earth. Through Jesus Christ our Lord. Amen.

Collect

Almighty God, unto whom all hearts are open, all desires known, and from whom no secrets are hid; cleanse the thoughts of our hearts by the inspiration of thy Holy Spirit, that we may perfectly love thee, and worthily magnify thy holy name; through Christ our Lord. Amen.

Scripture

Select one or two of the following: Isaiah 55:6-9, Psalms 19:7-10, Proverbs 3:13-18, Philippians 4:8.

Act of Presentation

The people standing. The library may be presented for dedication by one of the trustees, or someone designated for that purpose.

We present this library to be dedicated to the glory of God and the service of men.

Act of Dedication

In the name of God the Father Almighty, and in the presence of this congregation, we now dedicate this library to the glory of God.

Gitt-vireci (J)

We dedicate this library to the service of little children, of whom such are the Kingdom of God, that their minds, while young and formative, may learn to love, enjoy and appreciate the things that are beautiful and good and true.

We dedicate this library to parents that they may find help in building Christian homes filled with love and faith and trust in God and in each other.

We dedicate this library to youth that their enthusiasm may be combined with wisdom and knowledge about God and worship, personal relations, leisure and recreation, avocations and vocations, man and society, and all fields of Christian living.

We dedicate this library to the workers and members of the church school; to students who are seeking to learn of Christianity; to teachers who have given their lives to service and are seeking help and guidance to make their work more effective.

We dedicate this library to the leaders of the church, the stewards, the officers of the Woman's Society and other organizations that they may find wisdom and knowledge in leading this church forward to ever widening fields of service.

We dedicate this library to all members of this church that they may find here wholesome reading for pleasure and profit and for the continual development of Christlike living.

We dedicate this library to our community, that it may be a means of service and uplift to everyone and play a part in bringing here the Kingdom of God.

We dedicate this library to God, that it may be a means of continual service in the building of his Kingdom.

Here the minister may make a brief talk or a hymn may be sung.

Prayer of Dedication

Almighty God, our heavenly Father, graciously accept, we pray thee, this library which we now dedicate to thee, to thy service, and to thy glory, that through it love and wisdom may unite to make plain the path of knowledge to those who seek its help.

Enlighten our understandings with knowledge of right, and govern our wills by thy laws, that no deceit may mislead us and no temptation corrupt us, that we may always endeavor to do that which is good in thy sight. Grant us, O Lord, to know that which is worth knowing, to love that which is worth loving, to praise that which pleaseth thee most, to esteem that highly which to thee is precious. Give us right judgment to discern between things that are worthy and those that are unworthy in thy sight.

Bless us thy servants that here dedicate ourselves anew to thee, and grant that those who come here, whether as parents or children, teachers or students, leaders or followers, may come with pure minds, upright purposes, and steadfast endeavor to learn and to do thy holy will; through Jesus Christ our Lord. Amen.

Benediction

